



**Arizona Department of Health Services
Office for Children with Special Health Care Needs
Integrated Services Grant**



DRAFT
ISG – Cultural Competency
February 15, 2007
Meeting Minutes

Attendees: N. Burton Attico, MD, Cozetta LaMore (phone), Gloria Payne, John Molina, MD, Lillie Sly and Jill Wendt.

MEETING ITEM	SPEAKER	DISCUSSION	ACTION ITEMS
Welcome/Introductions	Dr. Molina	Dr. Molina welcomed committee members and introductions were made around the room.	
Announcements/ Task Force Update	Dr. Molina	Meeting schedule for 2007 was discussed. Meetings will continue to be held on Wednesdays from 1-3 at the ADHS. Frequency was also discussed and it was decided that every other month would be sufficient as we can communicate through email between meetings as needs arise.	-Jill will provide a task force update via email to CC members before the next CC meeting -Jill will send out revised meeting schedule to CC members
Review of 11-29-06 Meeting Minutes	Dr. Molina	Members reviewed the 11-29-06 minutes, and it was decided to send them out to committee members who were absent via email since the member representation for this meeting was low. The present members did not have any corrections at the time.	-Send a copy of 11-29-06 meeting minutes to CC members for approval
Community Survey- Review and Discussion	Dr. Molina/ All	Purpose: To discover gaps, inadequacy and needs in the services used by the community Distribution: Through Grass roots, nonprofits, community leaders Discussion around the Professional and Parent Questionnaires <ul style="list-style-type: none"> How to disperse surveys <ul style="list-style-type: none"> -ADHS Medical Home Project -AzEIP Listserv -All other ISG Committees 	-Jill will explore the CRS Family Satisfaction Survey -Explore the ADHS/DBHS Cultural Competency Plan -Jill will check ADHS resources for survey/database development

MEETING ITEM	SPEAKER	DISCUSSION	ACTION ITEMS
		<ul style="list-style-type: none"> • Survey does not have a cultural tone • Circle/multiple choice questions mainly with additional lines for comments at the end • Add a line asking if the parent would like to be contacted for a further in depth questionnaire giving them the option to follow up • Concise, 1 page with more clarity • Is the survey easy to read and understand specifically for parents? The language it too difficult, it needs to be a 6th-8th grade level • Possibly add a website link where people can go for additional information. • Add small purpose and thank you content at the top or bottom of the survey • Research standardized surveys for potential use <p>The committee also discussed having resources to make these changes on the Questionnaires and to create a database for using the gathered data for a useable product. It was also discussed that the finished product may be provided to organizations as a template for gauging cultural competency within their own unique organization and that they would be capable of making any changes applicable to them.</p>	
Items from the Floor		<p>Lillie Sly discussed a national study on Autism from age 8 to older children. The press release on this study is available on the internet at http://www.cdc.gov/od/oc/media/pressrel/2007/r070208.htm</p> <p>Dr. Attico & Gloria Payne said they did receive the information from ADHS regarding Sickle Cell numbers in Arizona and having that information is helpful. We asked Gloria to share the information with the committee.</p>	Gloria will provide Jill with the Sickle Cell data and Jill will distribute it via email to CC members before the next meeting
Next Meeting		<p>Wednesday, April 18, 2007 1pm-3pm Arizona Department of Health Services, 150 North 18th Avenue, Room 345 A</p>	